

MAY 1 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Office of the Chief of Staff, G8 Policy Statement Number 23 - Internet Usage

1. This memorandum outlines basics of using government computers to access the Internet.
2. The Internet can be of great use in our mission accomplishment. Users of computer systems within ODCS G8 access the Internet only for official business (except as discussed in paragraph 6 below) and when information required for an ODCS G8 mission requirement can be obtained faster, easier, and cheaper through the Internet than from other sources. Mission requirements and common sense should dictate your use.
3. Use of the Internet implies consent to government monitoring. Monitoring is required in part to the high degree of improper usage. It is possible to trace usage back to your computer and to determine websites you accessed and when. Improper use can result in severe penalties for DoD personnel. Items expressly prohibited include: chain letters, messages to sell personal items, harassing e-mail messages, pornographic or obscene messages or files, endorsement of commercial products or services, and any use not associated with official duties.
4. Use of the Internet is subject to the same classification provisions as any other electronic media. Individuals will ensure that classified information is not put out over the Internet unless proper encrypting devices or secure work stations/networks are in place.
5. Increase in the number of users in Europe comes close to matching the capacity of the networks. Unofficial use causes bottlenecks that slow access for official users. Limiting access to official use only can help ease this problem.
6. Internet users may conduct brief Internet searches of a personal nature that:
  - do not adversely affect the performance of official duties.
  - are of a reasonable duration and frequency and made during the employee's personal time such as after duty hours or during lunch periods.
  - serve a legitimate public interest (i.e. using resources at desks rather than of commercial systems; improving the morale of employees stationed for extended periods away from home; enhancing the professional; job searching in response to Federal Government downsizing).
7. The Staff Information Management Officer at 370-8748, or the ODCS G8 XO at 370-8973 can address any questions about Internet usage or this memorandum



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1 Each Division